



City of Springfield, Missouri
Special Event & Street Closure/Use Permit

Issued by the City of Springfield, Missouri,

Springfield Reunion Club Park Day 2019

For approved event scheduled for:

Event Date: August 3, 2019

Event Time: 12:00 – 1:00 p.m.

Event Location: Silver Springs Park
1100 N Hampton

Estimated Attendance: 300

Conditions:

***One Extra-duty Greene County Deputy will be required for traffic safety.**

Signed: Sharon Spain
Special Event Permit Coordinator

Date Approved: 7/25/19

This is a permit only and is not an endorsement of the scheduled event.

Spain, Sharon

From: noreply@civicplus.com
Sent: Wednesday, July 10, 2019 3:25 PM
To: Spain, Sharon
Subject: Online Form Submittal: Special Event Permit Application

Special Event Permit Application

City of Springfield Special Event Permit Application

Organization Name	NAACP 4081
Address	PO Box 8983
Contact Name	Toni Robinson
E-mail Address	trobinson_311@outlook.com
Home or Desk Phone	417-873-6386
Cell Phone	314-546-9529
Fax	<i>Field not completed.</i>
Second Contact Person	Nora England
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	417-861-7568
Cell Phone	417-861-7568
Fax	<i>Field not completed.</i>
Promoter, if different from Organization, & Address	<i>Field not completed.</i>
E-mail Address	<i>Field not completed.</i>
Home or Desk Phone	<i>Field not completed.</i>
Cell Phone	<i>Field not completed.</i>
Fax	<i>Field not completed.</i>

Event Information

Event Name	Springfield Reunion Club Park Day 2019
Event Description	Parade , Other

Please upload 501(c)(3) documentation if required. *Field not completed.*

If you checked Other above, please describe. *Field not completed.*

Event Date(s) 8/3/19

Alternate Event Date(s) *Field not completed.*

Event Location Park

Renting the Springfield Expo Center Lot (Please reserve 4-6 weeks in advance)
Use of the vacant lot at 735 E. Trafficway, requires a \$1,000 rental contract, certificate of insurance for a \$1 million general liability policy naming the City as an additional insured and the completion of a hold harmless agreement for any action arising out of your use of the property. If liquor is sold or served, please request a letter from the City Manager granting permission for such use on public property. Once that permission is granted, the City Licensing Department is notified and will proceed with the liquor catering/picnic license process. The state will issue that license. This entire process could take 5-10 business days. Liquor Liability (\$1 million policy) For events selling or serving alcohol, each liquor vendor is required to provide liquor liability insurance naming the City as an additional insured is required. A third party agreement may be required with your liquor vendor.

Name of Park and/or Street Silver Springs Park

Event Address & Zip 1100 N Hampton Avenue

Note: If this event will take place solely in a Springfield-Greene County Park, please call 417-864-1049 to reserve the park facilities.

Is this a charity event? No

Organization benefiting from proceeds *Field not completed.*

% of proceeds being donated 0

Is this a first-time event? No

If no, what was the last year the event was held? *Field not completed.*

Please list any variations from the last year the event was held. *Field not completed.*

Event Operations

Event Set Up Starts: 8/3/2019 11:00 AM

Event Set Up Complete By: 8/3/2019 12:00 PM

Event Start:	8/3/2019 12:00 PM
Event Close:	8/3/2019 1:00 PM
Event Teardown Starts:	8/3/2019 1:00 PM
Event Teardown Complete By:	8/3/2019 1:30 PM
Estimated Attendance Per Day	300
Will this event be open to the public?	Yes
Will you be charging admission?	No
Will you be accepting donations?	No
Are you wanting to close a City street for your event?	Yes
Please indicate the street(s)/cross streets(s) you propose to close and what dates and times.	Webster, Hampton, Pythian & Sherman
From:	8/3/2019 12:00 PM
To:	8/3/2019 1:00 PM
Upload Event Route	<u>Park Day Parade Route.pdf</u>
Food will be	Served, Prepared
How will food be prepared?	Charcoal grill
Please list the contact information for each temporary food vendor that plans to serve food at the event.	
Food Vendor 1:	<i>Field not completed.</i>
Contact name	<i>Field not completed.</i>
Mobile phone number	<i>Field not completed.</i>
E-mail address	<i>Field not completed.</i>
Will more than one food vendor be serving food at the event?	No

Will electricity be provided to the food vendors? No

Will alcoholic beverages be available at your event? No

Alcoholic beverages will be *Field not completed.*

What type of alcoholic beverages? *Field not completed.*

Please provide the address at which alcohol will be sold, given away and/or consumed. *Field not completed.*

Name of business or organization that will be responsible for obtaining any necessary liquor permits, such as catering or picnic permits from the state of Missouri. *Field not completed.*

Alcohol Will Be Served From: *Field not completed.*

To: *Field not completed.*

City of Springfield Noise Standards

(a) *Maximum noise level.* No operation or activity shall cause or create noise in excess of the sound levels prescribed below. (b) *Sound level standards.* The maximum permitted sound level shall be at a volume so as to not unreasonably and knowingly disturb or alarm another person or persons by loud noise. (c) *Variations and exemptions.* 1. The following uses and activities shall be exempt from the sound level standards: a. Noises not directly under the control of the property user; b. Noises emanating from construction and maintenance activities between 7:00 a.m. and 11:00 p.m.; c. The noises of safety signals, warning devices, emergency pressure relief valves and emergency electric generators; and d. Noises from moving sources such as automobiles and trucks on public right-of-way, railroad equipment on railroad right-of-way and railroad spurs on private property, and airplanes.

Will there be live entertainment, music or amplified sound at your event? Yes

If so, will stages be built? Yes

How many? Park Board Show Wagon

Performances will start 8/3/2019 1:30 PM

and conclude 8/3/2019 4:00 PM

Will tents be erected for your event?	Yes
If you checked Yes,	click here to view tent permits and guidelines and to fill out an application for a tent permit.
Will additional electrical wiring be installed for the event?	No
How will you get electricity to your event?	No electricity needed
Will access to water be required for the event?	Yes
Will restroom facilities be required for the event?	Yes
Have you arranged for security at your event?	Yes
If so, who will be providing security? Please provide Organization, Address and Phone.	Greene County will provide traffic safety for this event.
<p>Note: Applicant is responsible for security personnel for the duration of the event. The number of security officers or police officers will be determined by the Springfield Police Department based on the nature of the event. Please contact the Police Department at 864-1727 for questions or clarification.</p>	
Describe your plans for Emergency Medical Services.	Call 911
Describe your plans for trash removal, as well as any organizations or persons directly involved with this aspect of the event.	Put in provided trash receptacles.
<p>Note: Additional City Permits/Licenses/Insurance Certificates may be required. Applicant is responsible for obtaining all additional permits/licenses/insurance certificates required upon issuance of this use permit. Applicant must check and agree to abide by the following conditions to obtain this permit.</p>	
CLEAN UP	I agree
INSURANCE	I agree
Your event may qualify for insurance through the TULIP Program, which	Read more about TULIP and how to get a policy.

provides low cost general liability insurance to “third party” users of various venues and facilities for events. It protects both the user and the facility against claims by guests who may be injured as a result of attending an event.

UPLOAD Certificate of Insurance	NAACP COI.pdf
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INDEMNITY	I agree
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CITY CODES/PERMITS	I agree
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CONDUCT/NUISANCES	I agree
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UPLOAD Event Site Map or Sketch here.	Park Day Parade Route.pdf
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HOLD HARMLESS AGREEMENT	Download
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UPLOAD signed Hold Harmless Agreement (if required)	Park Day HHA.pdf
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Signature	By checking this box and typing my name below, I am electronically submitting my signature.
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First Name	Toni
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Middle Initial	<i>Field not completed.</i>
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Last Name	Robinson
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If you have questions regarding an event or this application, please contact Sharon Spain, Special Event Permit Coordinator, in the Department of Public Information, at 417-864-1105 or sspain@springfieldmo.gov.

Email not displaying correctly? [View it in your browser.](#)

